

DHRM BULLETIN

Effective Date: 09-14-93

Reference: UCA 67-19-6.7
R477-8-4.(4)(a)

SUBJECT: Overtime Year

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NOTE: This bulletin supersedes Bulletin 92-010 issued January 1, 1993.

Enclosed are the overtime year descriptions for each department selected from the following payroll periods.

<u>Pay Period</u>	<u>Overtime Year Dates</u>
5	2/27/93 - 3/11/94
10	5/ 8/93 - 5/20/94
15	7/17/93 - 7/29/94
20	9/26/92 - 10/08/93
26	12/ 5/92 - 12/31/93

Please note that these designations are based on the end of the payroll period rather than when the period commences. The end of the pay period is used to be in compliance with UCA 67-19-6.7(4)(b)(i) which states:

Each department shall:

- (A) establish in its written personnel policies a uniform annual date for each division that is at the end of any pay period; and
- (B) communicate the uniform annual date to its employees.

For simplicity purposes, the State has chosen 5 overtime year dates rather than any pay period allowed in statute. Agencies must inform FLSA-exempt employees of their overtime year. Failure to do so results in overtime hours lapsing without the employee knowing the reason.

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The established overtime year cannot be changed until the overtime year has ended. At the conclusion of the designated overtime year, all overtime earned by FLSA-exempt employees shall lapse. Any compensatory time accrued in the last pay period of the overtime year shall lapse. Due to this "use or lose" condition, agencies are encouraged to manage overtime to curtail employees losing compensatory time.

After the overtime year is ended and overtime hours have lapsed, the division may choose a new overtime year. The desired new overtime year must follow the previous year sequence according to the above schedule. For example, if the current overtime year is PP 15, the agency may only choose PP 20 as the next choice. Any overtime earned by FLSA-exempt employees between the end of the old overtime year and the beginning of the new overtime year shall be carried forward into the new year.

Divisions changing their overtime year must notify the Division of Finance and the Department of Human Resource Management in writing.

Enclosure(s)

**OVERTIME YEARS FOR FLSA-EXEMPT EMPLOYEES
9/1/93**

<u>DEPARTMENT/DIVISION</u>	<u>ORG</u>	<u>LVL</u>	<u>PP#</u>	<u>DATE RANGE</u>
ADMINISTRATIVE SERVICES				
Facilities Const. & Mgmt.	1010	2	05	02/27/93 - 03/11/94
Facilities Const. & Mgmt.	1015	2	05	02/27/93 - 03/11/94
Facilities Const. & Mgmt.	1160	2	05	02/27/93 - 03/11/94
Archives	1020	2	10	05/08/93 - 05/20/94
Executive Director	1001	2	10	05/08/93 - 05/20/94
Finance	1030	2	15	07/17/93 - 07/29/94
Information Technology	1170	2	20	09/26/92 - 10/08/93
Risk Management	1320	2	20	09/26/92 - 10/08/93
Administrative Rules	1006	2	26	12/05/92 - 12/31/93
General Services	1101	2	26	12/05/92 - 12/31/93
Purchasing	1060	2	26	12/05/92 - 12/31/93
AGRICULTURE	6500	1	26	12/05/92 - 12/31/93
ALCOHOLIC BEVERAGE CONTROL	9600	1	26	12/05/92 - 12/31/93
ATTORNEY GENERAL	801	1	26	12/05/92 - 12/31/93
BOARD OF PARDONS	4498	1	10	05/08/93 - 05/20/94
CAREER SERVICE REVIEW BOARD	1561	1	26	12/05/92 - 12/31/93
COMMERCE	6700	1	20	09/26/92 - 10/08/93
COMMISSION CRIMINAL JUSTICE	0651	2	15	07/17/93 - 07/29/94
COMMUNITY AND ECONOMIC DEVELOPMENT	7101	1	15	07/17/93 - 07/29/94
CORRECTIONS (All Divisions)	4100	1	10	05/08/93 - 05/20/94
EMPLOYMENT SECURITY	----	2	26	12/05/92 - 12/31/93

ENVIRONMENTAL QUALITY (All Divisions)	4800-4899	1	26	12/05/92 - 12/31/93
FINANCIAL INSTITUTIONS	6800	1	05	02/27/93 - 03/11/94
GOVERNOR/LT. GOVERNOR'S OFFICE	0601	2	26	12/05/92 - 12/31/93
State Occupational Info	0640	2	20	09/26/92 - 10/08/93
HEALTH				
Executive Director	2800	2	05	02/27/93 - 03/11/94
Information Technology	2759	2	10	05/08/93 - 05/20/94
Health System Improvement	2850	2	15	07/17/93 - 07/29/94
Nurse Education/Financial	2861	2	15	07/17/93 - 07/29/94
Community Health	2865	2	26	12/05/92 - 12/31/93
Family Health	2880	2	26	12/05/92 - 12/31/93
Health Care Financing	2900	2	26	12/05/92 - 12/31/93
HUMAN SERVICES (All Divisions)	2000	1	10	05/08/93 - 05/20/94
Overtime Years				
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HUMAN RESOURCE MANAGEMENT	1525	1	05	02/27/93 - 03/11/94
INDUSTRIAL COMMISSION	6600	1	26	12/05/92 - 12/31/93
INSURANCE	6901	1	26	12/05/92 - 12/31/93
NATIONAL GUARD	1900	1	20	09/26/92 - 10/08/93
NATURAL RESOURCES				
State Lands & Forestry	5700	2	05	02/27/93 - 03/11/94
Water Resources	6200	2	05	02/27/93 - 03/11/94
Oil, Gas & Mining	5800	2	15	07/17/93 - 07/29/94
Wildlife Resources	5900	2	15	07/17/93 - 07/29/94
Administration	5610	2	26	12/05/92 - 12/31/93
Parks & Recreation	6000	2	26	12/05/92 - 12/31/93
Planning & Policy Analysis	5641	2	26	12/05/92 - 12/31/93
Utah Geological Survey	6100	2	26	12/05/92 - 12/31/93
Water Rights	6300	2	26	12/05/92 - 12/31/93
OFFICE OF PLANNING AND BUDGET	0620	2	20	09/26/92 - 10/08/93
PUBLIC SAFETY	1800	1	26	12/05/92 - 12/31/93
PUBLIC SERVICE COMMISSION	7000	1	26	12/05/92 - 12/31/93
SCHOOLS FOR THE DEAF & BLIND	5010	2	26	12/05/92 - 12/31/93

STATE AUDITOR	0900	1	15	07/17/93 - 07/29/94
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STATE OFFICE OF EDUCATION/REHAB (All Divisions) 12/31/93	4000	1	26	12/05/92 - 12/31/93
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TAX COMMISSION

Auditing	1206	2	15	07/17/93 - 07/29/94
Collections	1227	2	15	07/17/93 - 07/29/94
Information Technology Mgmt.	1210	2	15	07/17/93 - 07/29/94
Motor Vehicle	1240	2	15	07/17/93 - 07/29/94
MVED	1290	2	15	07/17/93 - 07/29/94
Property Tax	1230	2	15	07/17/93 - 07/29/94
Administration	1202	2	26	12/05/92 - 12/31/93
Operations	1220	2	26	12/05/92 - 12/31/93

TRANSPORTATION

All Divisions		2	05	02/27/93 - 03/11/94
Maintenance		2	15	07/17/93 - 07/29/94

TREASURER	0510	1	15	07/17/93 - 07/29/94
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Please Note: The above dates for PP 20 and 26 will change at the conclusion of the designated period. The new dates are as follows:

<u>PP</u>	<u>Dates</u>
20	10/09/93 - 10/07/94
26	01/01/94 - 12/30/94

